FRANCHISE OWNERS OF FLORIDA

7-11 Franchise Owners of Florida
Rosen Plaza Hotel
Orlando, FL
June 11, 2013

AGS EXPO
SERVICES

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Official Contractor

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Official Contractor

AGS Expo Services would like to welcome you as the official service contractor for the 7-11 Franchise Owners of Florida. The information below is only a brief summary of the important times, dates, addresses and details regarding your event. More detailed information has been provided in each section of this Exhibitor Service Manual and at www.ags-expo.com.

Show Information

OFFICIAL SERVICE CONTRACTOR

AGS Expo Services
4561 SW 34th Street
Orlando, FL 32811

Phone: 1.800.292.6162
Fax: 407.292.4414
Email eventservices@ags-expo.com

EXHIBIT HALL INFORMATION

Backwall Drape: . . . . . Black / Green / White / Green / Black

Siderail Drape: . . . . . Black

Exhibit Hall Carpet Color: . . . . . Hall is carpeted - multi color

BOOTH EQUIPMENT

Booth Size: 8' x 10'

Includes:
- 8' High Backwall Drape
- 3' High Siderail Drape
- 1 - Single Line ID Sign (7" x 44")
- (1) 6'x30 Skirted Table (Black)
- (2) Plastic Side Chairs
- (1) Wastebasket

Show Schedule

EXHIBITOR MOVE-IN

Tuesday June 11, 2013 9:00 AM - 1:00 PM

EXHIBIT HOURS

Tuesday June 11, 2013 1:00 PM - 5:30 PM

EXHIBITOR MOVE-OUT

Tuesday June 11, 2013 5:30 PM - 7:00 PM

- Empty crates and cartons will be returned beginning at **5:30 PM on Tuesday, June 11th**
- All carriers must check-in no later than **6:30 PM on Tuesday, June 11th**
- All exhibitor materials must be removed from the exhibit facility by **7:00 PM on Tuesday, June 11th**

Force Freight Deadline: All unconsigned materials remaining on the event floor will be re-routed via the official show carrier, ABF Freight System, Inc. at **6:31 PM on Tuesday, June 11th**

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AGS EXPO SERVICES

AGS Exhibitor Service Center Hours

AGS Expo Services will be available to take care of your on-site needs. All services and production personnel will be available to handle any needs you might have such as furniture, rental exhibits, labor, cleaning and material handling. We are available during move-in, move-out, and exhibit hours.

For the AGS on-site Service Center phone number, please call our main office during business hours at 1.800.292.6162 or email us at eventservices@ags-expo.com

Shipping Information

Below are the advance warehouse and direct shipping addresses for your event. Please know that a Method of Payment must be on file to receive your materials for the event.

Name of Exhibiting Company

7-11 Franchise Owners of Florida

Booth #:_____

[PLACE APPROPRIATE ADDRESS HERE]

Advance Shipments to Warehouse

AGS Expo Services
4561 SW 34th Street
Orlando, FL 32811

Delivery Window

- Deliveries only accepted between 5/21/13 - 6/7/13
- Any shipments received after the advanced receiving deadline or during the event will be assessed a late fee and redirected to the exhibit site.

Direct Shipments to Exhibit Site

AGS Expo Services
c/o Rosen Plaza Hotel
9700 International Drive
Orlando, FL 32819

Delivery Window

- Tuesday, June 11, 2013

  9:00 AM - 1:00 PM
- All booths must be set by 1:00 PM on Tuesday, June 11, 2013

Discount Deadlines & Policy Reminders

Take advantage of our substantial price discounts. To get our lower prices, return your order with payment by the discount deadline(s) on the order forms provided.

Show Order Discount Deadline - June 4, 2013
Graphics Order Discount Deadline - June 4, 2013

Please review our payment policy carefully. As a reminder, AGS Expo Services requires payment in full at the time your order is placed along with a completed Method of Payment Form. This may be used to cover on-site charges such as labor and material handling, not included with your initial payment.

Please contact our Event Services Department with questions or special requests. We will provide you with all of your show needs and appreciate the opportunity to work with you.

It is important to review the local labor and/or Union jurisdiction policies located in this Service Manual. Policies vary by state and location.

OFFICIAL SHOW INFORMATION

Official Service Contractor

Show management, acting on behalf of all exhibitors and in the best interest of the exposition, has appointed AGS Expo Services as the official service contractor to perform and provide necessary services and equipment.

Official service contractors are appointed to:

a. Ensure the orderly and efficient installation and removal of the overall exposition.
b. Assure the distribution of labor to all exhibitors according to need.
c. Provide sufficient labor to satisfy the requirements of exhibitors and for the exposition itself.
d. See that the proper type and limits of insurance are enforced.
e. Avoid any conflict with local Union and/or exhibit hall regulations and requirements.

Exceptions are:

f. Supervision may be provided by the exhibitor.
g. The exhibitor may appoint an exhibit installation contractor or display builder.

Exhibitor Appointed Contractors (EACs)

Exhibitors may employ the service of independent contractors to install and dismantle their exhibit, providing the exhibitor and the installation and dismantle contractor comply with the following requirements:

1. The exhibitor must notify in writing show management and AGS Expo Services of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day by completing the Notification of Intent to Use Non-official Service Contractors Form contained in this Service Manual.
2. The exhibitor shall provide evidence that the Exhibitor Appointed Contractor (EAC) has a proper certificate of insurance with a minimum of $1,000,000 liability coverage including property damage and Worker's Compensation naming AGS Expo Services as additional insured to show management and AGS Expo Services no later than the deadline date listed for EACs.
3. The exhibitor agrees that they are ultimately responsible for all services in connection with their exhibit including freight, drayage, rentals and labor.
4. The EAC must have all business licenses, permits and Worker's Compensation Insurance required by the state and city governments and the convention facility management prior to commencing work and shall provide show management with evidence of compliance.
5. The EAC will share with AGS Expo Services all reasonable costs related to its operation including overtime to pay for stewards, restoration of exhibit space to its initial condition, etc.
6. The EAC will provide AGS with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by show management or the facility.
7. The EAC must be able to provide evidence that it has a valid authorization from the exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
8. The EAC must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public spaces are not a part of the exhibitor's booth space.
9. The EAC shall provide if requested evidence to AGS Expo Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices.
10. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
11. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the official service contractor, AGS Expo Services. The EAC must coordinate all of its activities with AGS Expo Services.
12. For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the official service contractor will be approved. This regulation is necessary because of licensing, insurance and work done using equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and to be used in their exhibit space.

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Discount Price Deadline Date
JUNE 4TH
Method of payment must accompany your order

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

All exhibitors are required to have a credit card on file as a primary method of payment.

Credit Card

☐ **Credit Card**

For your convenience, we will use this authorization to charge your credit card account for your advance orders and any additional amounts incurred as a result of show site orders placed by your representative. Please complete the information requested below:

☐ Personal ☐ Company ☐ Third Party ☐ Visa ☐ Master Card ☐ American Express

Acct.# _____ Exp. Date _____

Card Holder Name (Print) _____

Signature: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Account Option *(please select one)*

☐ Keep this Method of Payment on file for future events **OR** ☐ Use for this event only

• By providing your signature, you hereby accept all the terms and conditions contained in this Service Manual.

Company Check

☐ **Company Check**

- Please make all checks payable to: **AGS Exposition Services, Inc.**
- All checks must be in ***U.S. currency***.
- Please print show name and booth number.

Check Number:_____

Amount Total: $_____

Wire Transfers

☐ **Wire Transfers**

Wire Transfer to:

Bank United
44 E Central Blvd.
Orlando, Florida 33573

• All wire transfers must include a $50 service fee.

Payment Total: $_____

Transfer Fee: **$50.00**

Amount Total: $_____

PLEASE CALL TO OBTAIN ROUTING AND ACCOUNT NUMBERS

Please reference event name & booth number on your wire transfer.

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.
Credit Card Authorization MUST be on file with AGS Expo Services before any goods or services are rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 1.800.292.6162 • **Fax:** 407.292.4414
Email: eventservices@ags-expo.com **Web:** www.ags-expo.com

Submit Form

Payment Terms and Conditions

AGS Expo Services has established the following terms and conditions of sale and rental for all services rendered by AGS to all clients, exhibitors and third parties:

1. By providing a signed copy of a Method of Payment Form and selecting, "Keep this Method of Payment on file for future events," you are establishing a company account with AGS Exposition Services, Inc. for one (1) calendar year for all active and future account transactions, regardless of event or project. It is the ultimate responsibility of the exhibitor to maintain an active credit card on file for services. Third party credit cards will be exempt from this policy when identified as such on the Method of Payment Form. Therefore, third parties will have a single event/project account established during the period of service.
2. All materials and equipment are on a rental basis and remain the property of AGS Exposition Services, Inc. except where specifically identified as a sale.
3. Payment of balances may be remitted in any form which complies with AGS Expo Services' Methods of Payment. Please note that any orders submitted without a method of payment, or any outstanding balances incurred will be applied to the primary credit card on file. AGS Expo Services will accept payment by cash, company check, Visa or MasterCard. All payments must be made in U.S. Funds.
4. If an exhibitor or third party requests a balance transfer from one Method of Payment to another Method of Payment, a Transfer Charge of 7% will be assessed on the total transferred balance. Transfers will only be made within a single established account. A zero balance for ordered services does not preclude the requirement of a credit card on file for service.
5. AGS Expo Services reserves the right to check the credit available on any card presented. If the exhibitor fails to review/pay their invoice prior to the close of the show, the charges will automatically be applied to the credit card on file.
6. To receive a discount, payment must accompany your advance order and be received prior to the deadline date on your order form.
7. All orders must be accompanied by a Method of Payment Form. Orders without a Method of Payment Form will be applied to the primary method of payment on file. No balance transfers will be allowed after an order has been processed.
8. AGS Expo Services requires payment for all services upon presentation of an invoice/statement at the exhibit site and exhibitors will be required to settle their accounts in full prior to the close of the exhibition/event.
9. Payment for all labor, equipment and services whether ordered by the exhibitor, display builder, non-official/third party contractors or other parties shall be the ultimate responsibility of the exhibiting company.
10. If your firm or agency requires a purchase order to be issued for any services rendered, such purchase order must accompany the order form(s). Government agencies please be advised.
11. Exhibitor/Third Party shall be responsible for any excise, property, sales or other taxes which may be levied or imposed upon the exhibitor/third party as it relates to different state and federal tax laws. In the event that the tax code changes after the publishing date of this service manual prior to or during an event, your invoice may be adjusted as required by law.
12. Tax Exemption Status - If your company is exempt from payment of sales tax, AGS requires you to forward an Exemption Certificate for the state in which the services are to be used. Resale Certificates are not valid unless you are re-billing these charges to your customers.
13. All adjustments to exhibitor accounts specifically noted on invoices or statements will be credited back in the method with which the service was originally purchased within 15-30 days after the close of any event. Refunds to credit cards may take an additional period of time to post depending upon the credit card company. No adjustments will be made as a result of changes in currency rates.
14. Should balances remain unfulfilled, AGS Expo Services reserves the right to institute collection action against all exhibitors/third parties in the event payment is not received within 20 days of the close of the event. Service charges of 1.5% per month or fraction thereof will be applied to the past due accounts; the annual rate per service charge is 18%. Fees associated with insufficient funds on personal or company checks will be added to your invoice.
15. A Non-Sufficient Funds fee will be assessed to any account in which a check is returned as being insufficient for payment.
16. All refunds less than $35 must be requested by either the exhibiting company or related third party and will be refunded in the method in which it was remitted. As a result of certain remittance methods, fees and charges may apply.
17. It is the responsibility of the exhibitor to advise the AGS Expo Services on-site Service Center Representative of any problems with any orders, and to check their invoice for accuracy prior to the close of the event. For all exhibitors, invoices will be placed in your booth during the event for your convenience. No credits for un-noted missing or incomplete orders will be issued after the exhibition closing.
18. Once services have been rendered and no problems or complaints have been made to the on-site AGS Expo Service Center Representative, exhibitor or third party agrees not to dispute authorized charges on credit card(s).
19. All orders cancelled by the exhibitor due to non-participation or cancellation of the event will be subject to cancellation fees equal to 50% - 100% of the total order. Please see specific forms for cancellation fee details.

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AGS EXPO SERVICES

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Notification of Intent

Exhibitors who plan to have a Non-official Service Contractor (also known as an Exhibitor Appointed Contractor) unpack, erect, assemble, dismantle and pack displays/equipment must submit this form and abide by the rules set forth in this Service Manual.

Please provide the following information:

Non-official Contractor Information *(PLEASE PRINT OR TYPE)*

Service Firm:	Phone:
Firm Contact:	Fax:
On-site Exhibitor Contact:	Cell Phone:
Address:	
Email Address:	

Basic Requirements

1. The exhibitor must notify AGS Expo Services of its intent to use a Non-official Contractor by:

   Notification Deadline: **Tuesday, June 4, 2013**

2. Non-official Contractors must submit proof of adequate insurance in the form of an original policy rider listing AGS Expo Services as additionally insured, furnished by their broker, to AGS Expo Services no later than the deadline date listed. This must include a copy of your Worker's Compensation Insurance Policy. Please see the following page for an example certificate.

3. All booth personnel must wear proper identification at show site.

4. If your exhibit services firm is a third party and will be billed for services at the event, please ensure your firm submits a Method of Payment Form and appropriately checks the Third Party box for payment authorization.

Please Note:

- **If the exhibiting company or Non-official Contractor fails to comply with any or all of the requirements, the Non-official Contractor will not be permitted to service your exhibit and AGS Expo Services must be hired for installation and dismantle labor. The Non-official Contractor will be able to provide supervision only. Please see the section titled Official Service Contractors and Exhibitor Appointed Contractors for a complete list of rules.**
- To confirm that your contractor can perform services at this event, please contact our Events Services Department.
- Any unpaid balances remain the ultimate responsibility of the exhibitor.

Example Certificate of Insurance

The example below outlines all of the required information regarding a Certificate of Liability Insurance for your appointed contractor. In order for a third party contractor to provide labor or services, an insurance certificate must be on file for each non-official service provider.

ACORD CERTIFICATE OF LIABILITY INSURANCE — DATE (MM/DD/YYYY): 07/19/2007

PRODUCER (407)849-0333 FAX (407)425-5694
Insurance Agent of America
1111 America Lane
Orlando, FL 32801

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED ABC Company
1234 Corporate Lane
Orlando, FL 32801

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Scottsdale Ins Co	
INSURER B: Hartford Underwriter	30104
INSURER C: Maxum Indemnity Company	
INSURER D: A B C Insurance Company	
INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC	12345678	05/25/2007	05/25/2008	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 100,000 $ -0- $ 1,000,000 $ 1,000,000 $ 1,000,000
B		AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS	246810	05/25/2007	05/25/2008	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
		GARAGE LIABILITY ANY AUTO				AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY: EA ACC AGG	$ $ $
C		EXCESS/UMBRELLA LIABILITY X OCCUR CLAIMS MADE DEDUCTIBLE RETENTION $	36912	05/25/2007	05/25/2008	EACH OCCURRENCE AGGREGATE	$ 2,000,000 $ 2,000,000 $ $ $
D		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	WC1234567	05/25/2007	05/25/2008	WC STATU-TORY LIMITS / OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
		OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

A G S Exposition Service Company, Inc. are hereby named as additional insured, except for Workers Compensation. The insurance provided for the benefit of A G S Exposition Service Company Inc shall be primary insurance as respect any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other Insurance maintained by A G S Exposition Service Company Inc shall be excess and non-contributory.

CERTIFICATE HOLDER

A G S Exposition Service Company Inc
4561 S W 34th Street
Orlando, FL 32811

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE
Byron Holton/CAF

ACORD 25 (2001/08) ©ACORD CORPORATION 1988

SAMPLE

EXAMPLE CERTIFICATE OF INSURANCE

RULES AND REGULATIONS FOR ORLANDO, FLORIDA

To assist you in planning for your participation in this upcoming exposition, we ask that you read the following rules and regulations:

EXHIBIT INSTALLATION AND DISMANTLING:
Full-time employees of the exhibiting company may set their own exhibits without assistance from AGS Expo labor. Any labor services that may be required beyond what your regular full-time employees can provide must be rendered by the AGS Expo Services. Labor can be ordered in advance by returning the Display Labor form, or on show site at the AGS Service Center.

MATERIAL HANDLING:
Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. AGS Expo Services will control access to the loading docks in order to provide for a safe and orderly move-in/out. Only full-time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock of any and all contracted carriers must be handled by AGS Expo Services.

TIPPING:
AGS Expo Services requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of an AGS representative at the service desk or correspondence may be directed to the attention of the General Manager at the office address.

SAFETY:
Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. AGS Expo Services cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor order form and the necessary ladders and tools will be provided.

Standard Furnishings

Catalog & Order Forms

Carpet Order Form 13

Table Order Form 14

Seating & Accessories Order Form 15

Popular Furnishings Brochure 16

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Discount Price Deadline Date
JUNE 4TH
Method of payment must accompany your order

FRANCHISE OWNERS OF FLORIDA

AGS EXPO SERVICES

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Standard Carpet

Standard Sizes

Check One	Booth Size	Discount Price	Standard Price
☐	8′ x 10′	$118.68	$163.25
☐	8′ x 20′	$237.35	$326.50
☐	8′ x 30′	$356.03	$489.75

Custom Cut Sizes (For booths larger than 8′ x 30′)

Booth Dimensions		Total Area	Discount Price	Standard Price	Total Price
			$3.35 /sq. ft.	$4.03 /sq. ft.	$

- Custom sizes are available in any dimensions.

Please Choose Your Carpet Color (check appropriate box below):

☐ Blue ☐ Red ☐ Gray ☐ Black ☐ Burgundy ☐ Purple ☐ Hunter Green ☐ Teal

- **All booths larger than 8′ x 30′ require custom cut carpet.**

Plush Carpet

Enhance your exhibit with 26 oz. plush, heavy-cut polyester pile carpet.

Booth Dimentions				Total Area		Discount Price or	Standard Price		Total Price
	x		=		sq.ft. x	$4.26/sq.ft.	$4.83/sq.ft.	=	$

Please Choose Your Carpet Color (check appropriate box below):

☐ Cherry Red ☐ Onyx Black ☐ Charcoal ☐ Colony Blue ☐ French Beige ☐ Emerald ☐ Gray Pearl

- Additional colors offered upon request.
- Custom carpet orders must be received by the deadline date above to guarantee carpet selection.
- Plush rental includes installation prior to delivery of your exhibit, taping of all edges, and visqueen covering.

Additional Items

All items are available with standard, custom cut or plush carpets.

	Booth Dimensions				Total Area		Discount Price or	Standard Price		Total Price
1/2″ Foam Padding		x		=		sq.ft. x	$1.16 /sq.ft.	$1.33 /sq.ft.	=	$
1″ Foam Padding		x		=		sq.ft. x	$2.33 /sq.ft.	$2.66 /sq.ft.	=	$
Visqueen		x		=		sq.ft. x	$0.74/sq.ft.	$1.14/sq.ft.	=	$
Carpet Tape		x		=		sq.ft. x	$1.25 /sq.ft.	$1.99 /sq.ft.	=	$

Please Note:

- All carpet rentals are set clean. However, exhibitor move-in and setup can cause debris. Please order cleaning if necessary.
- Prices include delivery, installation, rental, removal and are based on exhibit space dimensions.
- To order cleaning services complete the Booth Cleaning Order Form in the Booth Labor & Cleaning section.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.
- Standard sizes may not completely fill the entire booth space due to placement of utility outlets on the event floor.

Cancellation Policy

- ***Plush and custom-size booth carpet cancelled after being cut will be charged 100%. Standard carpet cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.***

Total Order

Subtotal: $_____

Sales Tax (6.50%): $_____

Total: $_____

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 1.800.292.6162 • **Fax:** 407.292.4414
Email: eventservices@ags-expo.com **Web:** www.ags-expo.com

Submit Form

7-11 Franchise Owners of Florida
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Discount Price Deadline Date
JUNE 4TH
Method of payment must accompany your order

FRANCHISE OWNERS OF FLORIDA

AGS EXPO SERVICES

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Tables

Please use the following form to order any table and table accessories you may need for your booth. All AGS tables are solid wood construction covered with a white vinyl top. You may choose either skirted or unskirted tables.

STEP 1 – Select Table

Skirted Tables			
Qty	Item	Discount	Standard
	4'Table - 30" high	$89.64	$109.12
	4'Table - 42" high	$112.43	$134.86
	6'Table - 30" high	$105.36	$127.22
	6'Table - 42" high	$128.04	$152.78
	8'Table - 30" high	$122.04	$142.18
	8'Table - 42" high	$137.41	$163.25

Unskirted Tables			
Qty	Item	Discount	Standard
	4'Table - 30" high	$62.46	$85.17
	4'Table - 42" high	$87.45	$113.57
	6'Table - 30" high	$74.95	$99.37
	6'Table - 42" high	$99.94	$127.76
	8'Table - 30" high	$87.45	$113.57
	8'Table - 42" high	$112.43	$141.96

Table Accessories

Surround your table with a 4th side skirt covering all sides or place your items and information in clear view of attendees with a table riser.

Table Risers (Draped in White Vinyl)			
Qty	Item	Discount	Standard
	4'L x 8"W x 8"H	$53.66	$69.76
	6'L x 8"W x 8"H	$74.61	$97.00
	8'L x 8"W x 8"H	$95.57	$124.24

4th Side Skirts (Optional - only applicable to 6' and 8' tables)			
Qty	Item	Discount	Standard
	4th Side Skirted 30"h	$24.98	$35.49
	4th Side Skirted 42"h	$24.98	$35.49

STEP 2 – Select Skirt Color

☐ Blue ☐ Teal ☐ Hunter Green ☐ Red ☐ Black ☐ Purple ☐ White ☐ Gray ☐ Burgundy ☐ Gold

Show color will apply if no color is selected. Color availability is only guaranteed with pre-orders.

Table with Skirt

Table with Riser & Skirt

CANCELLATION POLICY: At show site, 50% of original price.

Total Order

Subtotal: $_____

Sales Tax (6.50%): $_____

Total: $_____

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 1.800.292.6162 • **Fax:** 407.292.4414

Email: eventservices@ags-expo.com **Web:** www.ags-expo.com Submit Form

TABLE ORDER FORM

7-11 Franchise Owners of Florida
Rosen Plaza Hotel
Orlando, FL
June 11, 2013

Discount Price Deadline Date
JUNE 4TH
Method of payment must accompany your order

FRANCHISE OWNERS OF FLORIDA

AGS EXPO SERVICES

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Seating & Accessories

Please use the following form to order any seating and accessories you may need for your booth. All AGS accessories have been selected with the exhibitor in mind providing the best in seating and exhibiting accessories to display your products successfully.

Seating			
Qty	Item	Discount	Standard
	Padded Arm Chair	$56.21	$68.99
	Padded Side Chair	$51.40	$58.41
	Padded Stool	$57.82	$80.31
	Plastic Side Chair	$32.71	$45.79

Specialty Tables			
Qty	Item	Discount	Standard
	Rectangle Table 18"x36"x18"H	$73.69	$95.80
	Square Table 17"x17"x18"H	$71.59	$93.07
	Pedestal Table 30"Dx30"H	$56.21	$70.98
	Pedestal Table 30"Dx40"H	$70.67	$87.61

Display Items			
Qty	Item	Discount	Standard
	Display Case (5'x36" full view)	$522.40	$626.88
	Display Case (6'x36" full view)	$579.18	$695.02
	Vert. Display Case (6' - 5 shelf)	$664.36	$797.23
	Ticket Tumbler	$56.21	$73.08
	Tack Board (vert. or hori.)	$93.69	$156.15
	Grid Panel (per meter)	$148.20	$192.66
	Chrome Sign Holder 22"x28"	$106.81	$138.86
	Literature Rack	$98.89	$128.56
	Easel	$21.84	$29.20
	Bag Rack	$56.21	$78.08
	Garment Rack	$66.44	$86.37
	Clothes Tree	$66.44	$86.37
	Fishbowl	$12.49	$17.03

Booth Basics			
Qty	Item	Discount	Standard
	Wastebasket	$12.85	$17.52
	Shrink Wrap (per roll)	N/A	$51.10
	Banding (per foot)	N/A	$1.70
	Velcro (per foot)	N/A	$1.14
	Clear Packing Tape (roll)	N/A	$11.36
	Drape Hardware/Bases & Poles	$12.49	$14.20

Specialty Drape *(Show management approval)*			
Qty	Item	Discount	Standard
	8' High Drape (per foot)	$7.50	$10.62
	3' High Drape (per foot)	$4.37	$6.53
	Booth Close-off (Show Colors)	$36.80	$47.83

Specialty Items			
Qty	Item	Discount	Standard
	Chrome Stanchion	$66.44	$86.37
	Plastic Chain (per foot)	$2.56	$3.35
	Black Velour Rope (8' sections)	$28.62	$37.20

Color:

☐ Blue ☐ Teal ☐ Hunter Green ☐ Red
☐ Black ☐ Purple ☐ White ☐ Gray
☐ Burgundy ☐ Gold

CANCELLATION POLICY: At show site, 50% of original price.

Total Order

Subtotal: $_____

Sales Tax (6.50%): $_____

Total: $_____

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 1.800.292.6162 • **Fax:** 407.292.4414

Email: eventservices@ags-expo.com **Web:** www.ags-expo.com Submit Form

SEATING & ACCESSORIES ORDER FORM

AGS 01/11/13 - 001

7-11 Franchise Owners of Florida
Rosen Plaza Hotel
Orlando, FL
June 11, 2013

Discount Price Deadline Date
JUNE 4TH
Method of payment must accompany your order

AGS EXPO SERVICES

Seating

Padded Side Chair

Padded Arm Chair

Padded Stool

Skirted Tables

Available Skirt Colors

- Tables are available in lengths of 4, 6 and 8 ft. and heights of 30 or 42 inches.

Popular Accessories

Rolling Rack

Literature Rack

Tack Board
Vert - 4′ x 8′
Hori - 8′ x 4′

Gray Pedestal Table
30″D x 42″H (30″ optional)

Ticket Tumbler

Wastebasket

Rectangle Table
18″x36″x18″H

6′ & 5′ Display Case
(6′ Vert. Opt.)

Chrome Stanchions
(Pictured with Chain)

Easel

Bag Rack

Chrome Sign Holder

Please Note:

- Actual available products may vary. Please contact our Event Services Department to ensure the availability of specific item.
- All colors depend upon dye lots and lighting.

Booth Labor & Cleaning

Booth Labor Order Form 18
Outbound Shipping Instructions for AGS Supervised Labor 19
Booth Cleaning Order Form 20

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7-11 Franchise Owners of Florida
Rosen Plaza Hotel
Orlando, FL
June 11, 2013

Discount Price Deadline Date
JUNE 4TH
Method of payment must accompany your order

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Labor Install/Dismantle

Labor Rates		Discount	Standard
Straight-Time:	8:00 AM to 4:30 PM Monday through Friday.	$59.62	$68.03
Overtime:	Before 8:00 AM and after 4:30 PM Monday through Friday and all day Saturday.	$86.12	$99.04
Sunday/Holidays:	All day Sunday and observed Holidays where applicable.	$112.62	$129.50

Calculate Labor	Date	Time	# of Laborers	Total Hours	Rate per Laborer	Total Cost
Installation		AM / PM			$	$
Dismantle		AM / PM			$	$
(Example calculation - 2 Laborers x 2 Hours x Rate/Laborer = Total Cost)					Total Labor Cost:	$

Supervision of Labor

Supervision of all labor is required. Please select a supervision plan by checking the boxes.

Exhibitor Supervision Install ☐ Dismantle ☐

All labor performed under the supervision of exhibitor. Starting time guaranteed only in those instances where labor is requested for the start of the work day (e.g. 8:00 AM). Twenty-four (24) hour notice is required for cancellation of labor services. If such notice is not provided and laborer is not utilized, exhibitor will be charged one hour minimum per laborer ordered. Exhibitor MUST check-in at the AGS Service Center to confirm labor order and check-out labor at the AGS Service Center upon completion of work.

On-Site Representative Name/Company & Cell:_____

AGS Supervision Install ☐ Dismantle ☐

All labor performed under the supervision of AGS. Our fee for installation supervision is 35% or a $50.00 minimum, whichever is greater. Similarly, our fee for dismantle supervision is 35% or a $50.00 minimum, whichever is greater. In order to perform the labor without exhibitor's representative present, AGS MUST have detailed set-up instructions (blueprints/ floorplans, etc.) with this labor order.
Exhibitor must also include outbound shipping instructions with this labor order.
(SEE NEXT PAGE - LABOR ORDER FORM, PAGE 2)

Total Order

Total Labor Cost (from Total Labor Cost above) Subtotal: $ _____

AGS Supervision Fee (per supervision service, 35% or $50.00 min.): $ _____

Total Booth Labor: $ _____

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 1.800.292.6162 • **Fax:** 407.292.4414
Email: eventservices@ags-expo.com **Web:** www.ags-expo.com

Submit Form

7-11 Franchise Owners of Florida
Rosen Plaza Hotel
Orlando, FL
June 11, 2013

Discount Price Deadline Date
JUNE 4TH
Method of payment must accompany your order

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Outbound Shipping Instructions for AGS Supervised Labor

Exhibitor Outbound Shipping Instructions: At close of show, exhibitor freight will be shipped to the following address. If your freight is being forwarded to another show, be sure to include the name of the show and your booth number.

Company/Show:_____ Booth #_____

Address:_____

City _____ State _____ Zip:_____

Attention:_____

Select Shipping Method:

☐ Ship via carrier of exhibitor's choice - Exhibitor Appointed Carrier

Name of Carrier_____

☐ Ship via official show freight carrier, **ABF Freight System, Inc.**

- ☐ Ground
- ☐ Air

Please Note:

- **This service is provided for Supervised Labor Services ONLY.**
- If an exhibitor is using a carrier of his/her own choice (not using the official show freight carrier), the exhibitor is responsible for arranging for pick-up at the close of the event.

Outbound Shipping Instructions

Bill Shipping Charges to *(if different from above):*

Shipper (Print):_____ Phone:_____

Contact Name:_____ Cell:_____

Freight Charges Billed to (Company):_____

Address:_____

City:_____ State:_____ Zip:_____

OUTBOUND SHIPPING INSTRUCTIONS FOR AGS SUPERVISED LABOR

7-11 Franchise Owners of Florida
Rosen Plaza Hotel
Orlando, FL
June 11, 2013

Discount Price Deadline Date
JUNE 4TH
Method of payment must accompany your order

FRANCHISE OWNERS OF FLORIDA

AGS EXPO SERVICES

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Booth Cleaning Order Form

The form below offers a variety of services including vacuuming, trash removal and other cleaning services that will give your booth the clean look you desire. If your booth requires a cleaning service that is not listed, please contact us and we will be more than happy to assist in organizing the services you require.

Please Indicate Booth Area

BOOTH SIZE - _____ X _____ = _____ (sq. ft. round up to the nearest 100 sq. ft.)

- Cost of vacuuming and other area related services will be invoiced based on **100 sq. ft. minimum** and/or total square footage rounded to the nearest 100 sq. ft.

Vacuuming Service *(Includes trash removal at the end of each event day)*

This service includes vacuuming of carpet and exhibit space.

☐ Vacuuming Before Event . . . . . $0.30/sq. ft.*

- *Please calculate for one (1) event day.*

Periodic Porter Service

This service includes periodic trash removal during exhibit hours to keep your booth fresh.

This service only takes place during show hours and does not include vacuuming services.

☐ Periodic Porter Service - Daily . . $57.00/day**

(Please indicate days)_____, _____, _____

☐ **Complete Porter Service** *(Call to arrange service)*

This service includes the removal of trash, cleaning of surfaces, ice removal and other similar labor services. ***Quoted as needed.****

- **Straight-Time:** . . . . $57.06/hr . . . 8:00 AM to 4:30 PM, Monday through Friday.
- **Overtime:** . . . . . $82.41/hr . . . 4:30 PM - 8:00 AM, Monday through Friday and all day Saturday.
- **Sunday/Holidays:** . $107.77/hr . all day Sunday and observed Holidays, where applicable.

*****One (1) Hour Minimum for all service calls.*

Other Cleaning Services

☐ Shampooing of Carpet . . . . . $0.85/sq. ft.

☐ Mopping and Waxing. . . . . $0.85/sq. ft.

- Shampooing and Mopping available before show opens *ONLY*.

☐ Anti-Static Carpet Treatment. . . . $0.19/sq. ft.

Total Order

Total Sq. Ft. _____ **X**

Vacuuming	$0.30/sq. ft. x_____ Days = $_____
Shampooing/Mopping	$0.85/sq. ft. x_____ Days = $_____
Anti-Static Treatment	$0.19/sq. ft. x_____ Days = $_____
Porter Service	$57.00/day x_____ Days = $_____
	Sales Tax (6.50%): $_____
	Total Booth Cleaning Order: $_____

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 1.800.292.6162 • **Fax:** 407.292.4414

Email: eventservices@ags-expo.com **Web:** www.ags-expo.com Submit Form

BOOTH CLEANING ORDER FORM

AGS 01/11/13 - 001

Shipping & Material Handling

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Shipping Addresses

Below are the advance warehouse and direct shipping addresses for your event. Please label each package/container as indicated here followed by the appropriate address for advance or direct shipments.

Name of Exhibiting Company

7-11 Franchise Owners of Florida

Booth #:_____

PLACE APPROPRIATE ADDRESS HERE

FROM OPTIONS BELOW

Advance Shipments to Warehouse

AGS Expo Services
4561 SW 34th Street
Orlando, FL 30811

Delivery Window

- Deliveries only accepted between 5/21/13 - 6/7/13
- Receiving Dock Open - 8:00 am - 4:30 pm

  Monday through Friday
- Shipments received after the advance receiving deadline will be assessed an off-target fee and cannot be guaranteed for advanced delivery to show site. Separate fees may apply for delivery of off-target freight.

Direct Shipments to Exhibit Site

AGS Expo Services
c/o Rosen Plaza Hotel
9700 International Drive
Orlando, FL 32819

Delivery Window

- Tuesday, June 11, 2013

  9:00 AM - 1:00 PM
- All booths must be set by 1:00 PM on Tuesday, June 11, 2013. Please Note:

- Delivery restrictions apply to all methods of receiving. Please make sure that your packages are being sent to the appropriate address during the scheduled arrival windows. If you feel your packages will miss the posted arrival dates and time, please contact our Event Services Department immediately to ensure their proper receipt.

- Mislabeled packages have the potential of being refused at show site. Please remember to include ***AGS Expo Services c/o Rosen Plaza Hotel or ABF Freight System, Inc.*** on all packages sent to either the advance warehouse or direct shipments to exhibit site AND remove all old labels from packaging.

Reducing Drayage Costs

To reduce drayage costs related to labor, we recommend sending your goods all together in one shipment. For each 100 lbs. or fraction thereof per shipment, AGS sets a graduated flat rate with a 200 lb. minimum. It is important to carefully read the Material Handling section of this Exhibitor Service Manual. This section also outlines the overtime and forced freight policies.

TIPS FOR SENDING TO:

THE ADVANCE WAREHOUSE

- When using the advance warehouse, all shipments must arrive by the predetermined date and times. This information can be found on the Material Handling Order Form, or in the Show Information section of this Exhibitor Service Manual.
- The advance shipment deadline date is always one week prior to the first day of exhibitor move-in.
- Avoid sending shipments after the advance warehouse deadline date. Though packages will be accepted, your account will be charged an off-target fee and a separate delivery charge may be incurred.
- Avoid sending small packages to the advanced warehouse. Each separate shipment is charged a 200 lb. minimum at the Advanced Material Handling Rate regardless of size or weight. Observing this can cut your costs drastically.

THE SHOW SITE

- When sending shipments direct to show site, ensure that each package has its packing slip or shipping bill indicating the number of pieces and weight. To ensure the accuracy of material handling charges, AGS may weigh shipments as they arrive and compare the results to the Bill of Lading. A weight ticket will be attached to the receiving paperwork for any shipments that are adjusted. On-site weighing may be accepted as actual weight or shipments may be refused without a certified weight ticket. In such cases where on-site weighing is necessary, you may be assessed a fee for this service.
- Items that arrive before the scheduled move-in times or during the show will be assessed an off-target fee or may fail to be accepted.
- Many times shipments arrive piecemeal and require sorting. To avoid sorting fees related to bulk consignment carriers, try to send shipments together and avoid package carriers such as FedEx and UPS Package.

Here are some common mistakes that can result in higher material handling charges:

- Multiple small shipments arriving separately - There is a 200 pound minimum per shipment over 30 lbs. (On-site only)
- Missing your target date - If there is no way to avoid missing your target date, contact AGS.
- No certified weight ticket accompanying your shipments.

EXAMPLE OF SAVINGS

Received - ***Multiple Shipments***

51 lbs.	charged @ $60.00 per cwt. 200 lbs. min. = $120.00	
43 lbs.	charged @ $60.00 per cwt. 200 lbs. min. = $120.00	
64 lbs.	charged @ $60.00 per cwt. 200 lbs. min. = $120.00	**TOTAL =$360.00**

Received - ***Single Shipment***

(3 pcs) 158 lbs.	charged @ $60.00 per cwt. 200 lbs. min. = $120.00	**TOTAL =$120.00**

SAVE $240.00

7-11 Franchise Owners of Florida
Rosen Plaza Hotel
Orlando, FL
June 11, 2013

FRANCHISE OWNERS OF FLORIDA

AGS EXPO SERVICES

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Material Handling Order Form

Please use this form to indicate how much incoming freight AGS can expect from your company. We understand that your calculation is only an estimate and adjustments will be made according to the actual weight listed on the inbound Bills of Lading. If you have any questions about material handling, please refer to the forms in this Exhibitor Service Manual titled *"Shipping Instructions and Material Handling."*

MATERIAL HANDLING RATES (DEADLINE DATES)

Advanced Warehouse - (5/21/13 - 6/7/13)
- $60.00 per 100 lbs, 200 lbs min.

Direct to Show Site - (6/11/13)
- $60.00 per 100 lbs, 200 lbs min.

Special Handling at Show Site - (6/11/13)
- $90.00 per 100 lbs, 200 lbs min.

Small Packages - <30 lbs - (Show Site Only)
- $40.00 1st Carton, $10.00 each add., per day

Please note:
- When recording weight, round-up to the next 100 lbs. Example: 235 lbs. = 300 lbs., 3 x Material Handling Rate per 100 lbs.
- **A 30% Overtime Surcharge will be applied for the evening move-out.**

Advance Shipments to Warehouse

We will ship.... _____ lbs. @ $60.00 per 100 lbs. (200 lbs. min, $120.00 Minimum)

Total Weight _____lbs. x $_____ rate per 100 lbs.= $_____

- *Materials received after the cut-off date will be assessed an off-target charge and cannot be guaranteed advance delivery.*

Direct Shipments to Show Site

We will ship.... _____ lbs. @ $60.00 per 100 lbs. (200 lbs. min, $120.00 Minimum)

Total Weight _____lbs. x $_____ rate per 100 lbs.= $_____

- *Materials received prior to move-in date/time will be assessed an off-target charge, or may be refused by the facility.*

Special Handling at Show Site

Special handling applies to items such as machinery or equipment, specially packaged or otherwise, requiring the use of a specialized forklift or excess labor to organize such items and move them from the dock.

We will ship.... _____ lbs. @ $90.00 per 100 lbs. (200 lbs. min, $180.00 Minimum)

Total Weight _____lbs. x $_____ rate per 100 lbs.= $_____

Small Packages

We will ship.... _____ Packages @ $40.00 for the first package and $10.00 for each additional package contained in the same shipment

Total Number of Packages _____ x $40.00 / $10.00 = $_____

Total Order

Material Handling Services - Subtotal: $_____

Mandatory 30% Overtime Surcharge (Subtotal x 30%): $_____

Total Material Handling Cost: $_____

7-11 Franchise Owners of Florida
Rosen Plaza Hotel
Orlando, FL
June 11, 2013

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Inbound Shipping Information

Please use this form to indicate information related to your shipments. This will allow us to assist you at show site with regard to inbound shipments. If you have multiple shipments, please attach additional versions of this form for each inbound shipment.

Shipments to Warehouse

Shipper Name: _____

Origin (City/State): _____

Method of Shipment: ☐ Common Carrier ☐ Van Line ☐ Company Vehicle ☐ Air Carrier

Freight Description: _____

Shipping Date: _____ # of Pieces: _____ Total Weight: _____

Carrier Name: _____

Pro Number: _____

Comments or Special Handling Requirements: ***(Please indicate the use of special equipment for unloading)***

_____

_____

_____

_____

Shipments Direct to Show Site ***(Shipments must arrive during scheduled move-in hours ONLY)***

Shipper Name: _____

Origin (City/State): _____

Method of Shipment: ☐ Common Carrier ☐ Van Line ☐ Company Vehicle ☐ Air Carrier

Freight Description: _____

Shipping Date: _____ # of Pieces: _____ Total Weight: _____

Carrier Name: _____

Pro Number: _____

Comments or Special Handling Requirements: ***(Please indicate the use of special equipment for unloading)***

_____

_____

_____

INBOUND SHIPPING INFORMATION FORM

7-11 Franchise Owners of Florida
Rosen Plaza Hotel
Orlando, FL
June 11, 2013

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

AGS knows that move-out can be a critical time for your team and the quick return of crates and materials is an important factor. With Premium Return Service you will get your crates and boxes back within the first hour* of move-out, getting you started on dismantle earlier and helping you avoid long move outs.

QUICK RETURN OF CRATES!

As a white glove AGS service, our team will make every effort to deliver your Premium Return Labels to your booth. However, the exhibitor is ultimately responsible for ensuring that their exhibit materials are properly labeled for show site storage

AVOID LONG DISMANTLES

PREMIUM RETURN SERVICE: $105.00

☐ Yes, we would like ***Premium Return Service***

We are storing: # of Pieces _____ ☐ Crates ☐ Boxes ☐ Fiber Containers ☐ Anvil Case ☐ Other

Service Includes

- The storage of up to five (5) pieces; additional pieces $10.00 per item
- Priority return of stored materials

Subtotal: $ _____

(add additional pieces): $ _____

Total Order: $ _____

Please Note:

- This is a limited service and we ask that you make your Premium Return Service reservations in advance.
- This is not an alternative to Material Handling. Material Handling services must be established prior to ordering this service.
- All Premium Return Service labeled materials will be returned first. The estimated window of time only certifies priority delivery not an exact time of return.*
- This service must be established prior to the removal of materials from the floor. Labeling is the responsibility of the exhibitor.
- Taxes added where applicable.

**Stored materials will be returned after aisle carpet has been removed.*

7-11 Franchise Owners of Florida
Rosen Plaza Hotel
Orlando, FL
June 11, 2013

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Cartload Service Order Form

AGS will be offering a cartload service for your event. We will provide equipment and personnel during move-in and move-out to assist you. The maximum capacity for this cartload service is 199 lbs. Limit two cartloads per exhibitor during move-in and two cartloads per exhibitor during move-out. Please see details of service and order form below.

Cartload Rate

$45.00 per cartload trip

Availability of Service

The cartload service begins on **Tuesday, June 11, 2013** and will be available to exhibitors during scheduled move-in hours only. Move-out will begin on **Tuesday, June 11, 2013** and be available to exhibitors during scheduled move-out hours only. Please refer to the Show Information section of this Service Manual for scheduled move-in and move-out times.

Scheduling Cartload Services

Exhibitors who elect to pre-order this service will be given priority access to the loading dock and labor for move-in and move-out. To schedule a cartload service at show site, please visit the AGS Service Center at your event. On-site requests will be provided on a first-come, first-served basis. Exhibitors who have pre-ordered cartload service are asked to check-in at the loading dock.

Limits of Services

This service is only applicable for Privately Owned Vehicles (POVs) or any vehicle that is primarily designated to transport passengers, not cargo or freight. Included in this category are: pickup trucks, passenger vans, taxis and limousines. The maximum carry weight for the cartload service is 199 lbs. Anything greater than 199 lbs. will be assessed appropriate material handling charges. Cartload service does not include the storage of empty containers.

Rates

This service includes the loading/unloading of materials to/from POVs ONLY, delivery and unloading to a single location at the exhibit site or handling to the loading area and reloading on outbound POVs.

The ONE WAY RATE for each cartload weighing 199 lbs. or fraction thereof is $45.00.

- PLEASE COMPLETE THE FORM BELOW AND SUBMIT WITH YOUR METHOD OF PAYMENT -

Date	Time	# of Cartloads	Cartload Rate	Estimated Cost
Example mm-dd-yy	3:00 PM	1	$45.00	$45.00
			Total Cartload Service Order:	**$**

Forced Freight Policy

AGS wants to ensure that your materials reach their intended destination. Therefore, any unconsigned shipments left in the exhibit hall after dismantling hours will be shipped via the official show carrier at the expense of the exhibitor. Please read the important information below to help avoid having your freight forced.

Driver Check-in: Tuesday, June 11th by 6:30 pm

Forced Freight Time: Tuesday, June 11th at 6:31 pm

What is Forced Freight?

A "force" occurs when a carrier does not check-in or show-up at the dock for the consigned freight. We want to make sure each exhibitor gets their first choice of a carrier and therefore no freight is forced until we must move it to complete the contracted move-out agreement between show management, the convention center and AGS Expo Services.

Bill of Lading

Each exhibitor is responsible for turning in an AGS Bill of Lading to the AGS Service Center after dismantling is finished and all boxes/crates/materials are packed and labeled. The Bill of Lading is the official "permission" by the exhibitor to allow the removal of freight from the booth to the carrier of choice (personal vehicle, truck, van line, air freight, etc.).

Official Show Carrier

The official show carrier is on-site as a convenience to exhibitors and to service show management and is by no means the only choice available. Exhibitors are welcome to use either the official carrier or an Exhibitor Appointed Carrier. Rates may be negotiated in advance by calling the official show carrier.

Other Carriers

If freight is consigned to a service carrier other than the official show carrier, that carrier must check-in with the loading dock by the time specified above. Show management, AGS Expo Services and the official show carrier cannot be responsible for checking with all designated carriers. If you have chosen a carrier other than the official show carrier, we require that someone from your company remain with the shipment until it is picked-up. Many times, a reminder phone call to your carrier will ensure the official time window is adhered to and your freight is picked up successfully.

Forced Freight Contact

In the event that your freight is forced by AGS, please contact our Event Services Department during regular business hours Monday through Friday from 8:00 am – 5:00 pm at 1.800.292.6162 to obtain tracking and destination information.

Material Handling Information & Rates

The following information has been compiled by AGS for use by exhibitors and all third-party contractors to inform you of rates and rules regarding proper shipping and handling to and from your event. If you require more information regarding specific services or have issues regarding material handling at your event, please call our Event Services Department or contact us via email at eventservices@ags-expo.com

SHIPPING INFORMATION

Shipment Pick-ups & Deliveries

Drivers will be required to record their shipments at the Exhibit Site Check-In Area and then they will be directed to the proper freight door for loading and unloading. This includes access to any POV ramps.

Material Handling Order Form

Please make sure to submit your Material Handling Order Form to AGS. This will ensure the proper handling of exhibit materials.

All shipments delivered to either the exhibit site or the advanced warehouse require a delivery slip showing the number of pieces, weight and type of merchandise. Surcharges apply to all shipments that arrive without proper piece-count and/or weight ticket information. This includes bulk consignment carriers such as FedEx and UPS Package.

Basic Tips for Shipping

- Securely pack all items for shipping and remove old shipping labels.
- Fill out and apply shipping labels with appropriate address, company name, booth number and consign all shipments c/o AGS Expo Services.
- Send your Material Handling Order Form to AGS to ensure their arrival.
- Check with AGS as to the receipt of your shipped packages.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces and weight.
- Certified weight tickets must accompany all shipments.
- Do not ship loose items to the advanced warehouse. All materials should be packaged appropriately.

Drivers will be required to submit a CERTIFIED WEIGHT TICKET when recording their shipment at the Exhibit Site Check-In Area. AGS Expo Services reserves the right to refuse such shipments until a certified weight ticket is presented.

NOTE: Shipments received without receipts, freight bills or specified unit counts on receipts or freight bills (e.g. one lot, 800 cu. ft., etc.) from carriers such as FedEx or UPS Package, will be delivered to the exhibitor's booth without guarantee of piece-count or condition. No liability will be assumed by AGS Expo Services for such shipments. In the event no weight is indicated on the documents presented, AGS Expo Services shall estimate the weight and charges will be based on the estimate. These charges will not be subject to adjustment.

Please ensure that copies of all shipping information are sent to the person or company in charge of installing your display. This will assist in locating any packages that are missing or fail to arrive.

Insurance

Be sure your materials are insured from the time they leave your company until they are returned after the event. It is suggested that exhibitors arrange all-risk coverage. This can usually be done by adding riders to existing policies. Each event is different. As a result, certain facilities provide different levels of security for exhibitors and their materials. In most cases, security is arranged by the association or event management but is not always available during certain times of the event. Please take every precaution to secure items in your booth. During move-out, never leave packed materials in your booth unsupervised. AGS always requires exhibitor supervision of outbound packages to ensure their safe transfer.

Material Handling Information & Rates

Shipping Labels

All packages must be clearly labeled with the appropriate address, booth number and consignment information. Please remember to remove all old labels from your shipping containers as this will ensure that there is no confusion over booth number, addresses or other erroneous information not related to this specific event.

Crates & Material Packaging

Ensure that your containers are properly maintained or replaced to prevent the damage of any internal items during shipping and handling. Please understand that all containers associated with shipping are considered protection and are therefore not covered if damaged during shipping and handling. These containers are designed to take external forces in order to protect their internal contents.

Rate Classification

Advance Shipments to Warehouse - Services & Rates

Advance shipments will be accepted at the AGS Expo Services advance warehouse and allowed up to 30 days storage if delivered by the deadline date provided in this Service Manual. These shipments should be consigned AGS Expo Services c/o ABF Freight System, Inc. and labeled with the appropriate event and booth number.

This service includes material unloading at the warehouse, storage up to 30 days, delivery to the exhibit site, unloading and delivery to the exhibitor's booth, storage of empty containers during the event, pick-up at the close of the show, handling to the loading area and reloading on outbound truck(s). The ROUND TRIP RATE of **$60.00** with a **200 lb. minimum** applies for each 100 lbs. or fraction thereof per shipment.

Overtime Charges on Advance Shipments

An overtime surcharge for shipments unloaded at the warehouse after 4:30 pm on weekdays, anytime on Saturday/Sunday/Holidays will be applied based on the Advance Shipment Rate, for each 100 lbs. or fraction thereof per shipment. Additionally, when warehouse freight must be moved into the exhibit site on overtime due to scheduling conflicts beyond the control of AGS Expo Services, overtime charges will be applied. This charge will be invoiced in addition to those rates on all shipments subject to overtime charges. The surcharge applicable to overtime shipments is **$18.00** with a **200 lb. minimum.**

Off-Target Charges on Advance & Direct Shipments

Shipments unloaded after the Advance Receiving Deadline Date or prior to Direct Receiving for exhibitor move-in will be subject a 30% off-targert service charge based on the Advance or Direct Shipment Rate (which ever applies), for each 100 lbs. or fraction thereof per shipment, unless the shipment was handled by the official carrier. Charges for off-target delivery methods may also apply. Such off-target shipments cannot be guaranteed advance delivery to the show site.

Direct Shipments to Exhibit Site - Services & Rates

Shipments for direct delivery to the exhibit site should be scheduled to arrive by the date and times set forth in the Shipping Information section of this Exhibitor Service Manual. These shipments should be consigned to AGS Expo Services c/o Rosen Plaza Hotel and labeled with appropriate show name and booth number.

Materials will be unloaded from exhibitor's trucks or trucks of other carriers at the exhibit site; delivered to the exhibitor's booth; storage of empty containers during the event; picked-up at the close of the event; moved to the loading area; and reloaded on trucks. The ROUND TRIP RATE of **$60.00** with a **200 lb. minimum** applies for each 100 lbs. or fraction there of per shipment.

Material Handling Information & Rates

Overtime Surcharges at Exhibit Site

Overtime charges on inbound shipments will be in effect if:

- a vehicle checks-in at the Exhibit Site Check-In Area after 4:30 PM on weekdays or anytime on Saturday/Sunday/Holidays.

Overtime charges on outbound shipments will be in effect if:

1. Your shipment is loaded after 4:30 PM on the day the exhibit closes.
2. Your carrier checks-in at the Exhibit Site Check-In Area after 4:30 PM on weekdays or anytime on Saturday/Sunday/Holidays.
3. Additionally, when freight must be moved out of the exhibit site on overtime due to scheduling conflict beyond the control of AGS Expo Services, overtime charges will be applied. An overtime surcharge based on the exhibit site rates for each 100 lbs. or fraction thereof per shipment will be invoiced in addition to those rates on all shipments.

Overtime charges at the exhibit site subject to overtime rates:

- for each 100 lbs. or fraction thereof per shipment, the rate is **$18.00** with a **200 lb. minimum.**

Special Handling - Shipments or Equipment Requiring Special Handling

This classification applies to but is not limited to moving van shipments or shipments by any trucks which because of their truck bed height cannot be unloaded at the docks and/or the shipment is packed in such a manner as to require special handling (i.e. loose display parts, uncrated equipment, etc.) regardless of the kind of carrier or vehicle used and/or the description of the shipment is such that the type of materials or equipment cannot be determined (e.g. 1 lot; many assorted pieces, etc.). This also includes shipments delivered by carriers such as FedEx, UPS Package and other parcel style carriers with bulk consignment.

Materials will be unloaded from moving vans, exhibitor's truck or trucks of other carriers at the exhibit site; delivered to the exhibitor's booth; stored as empty containers during the event; picked-up at the close of event; moved to the loading area; and reloaded on trucks.

The rate of **$90.00** with a **200 lb. minimum** applies for each 100 lbs. or fraction thereof per shipment.

NOTE: In the event crated materials are combined in a shipment with materials packed in such a manner as to require special handling (see above), AGS Expo Services will invoice such shipments at the rates applicable to the classification of the materials, PROVIDED the Bill of Lading clearly identifies the weight of the crated materials and the weight of the other materials. If the Bill of Lading does NOT identify the weights of the various classifications, the entire shipment will be invoiced at the Special Handling Rate and will not be subject to adjustment.

Small Package Rates

Small Package Rates ONLY apply to direct deliveries to the exhibit site and should be scheduled to arrive on the dates and times set forth in the Shipping Information section of this Exhibitor Service Manual. These shipments should be consigned to AGS Expo Services c/o Rosen Plaza Hotel and labeled with appropriate show name, company name and booth number. Such items considered small packages are cartons, envelopes and other non-crated items that have a maximum weight of 30 lbs. per shipment, per delivery, per day, by the same carrier. This includes FedEx and UPS Package shipments.

Materials will be unloaded from the dock or trucks, at the exhibit site and delivered to the exhibitor's booth.

This INBOUND ONLY RATE applies to small packages with a total shipment weight of 30 lbs. or a fraction thereof where the first piece is $40.00 and each subsequent piece is $10.00. If the total weight of the shipment exceeds 30 lbs, the shipment will be subject to standard Material Handling service fees, or that which applies, depending upon time of arrival

Small Package Rates (Cont.)

and other policies surrounding its receipt (i.e. special handling). A 15% surcharge may be applied on all items delivered without documentation or by carriers such as FedEx, UPS Package and other parcel style carriers with bulk consignment.

Machinery Handling & Rates

This is a third-tier classification of items that includes machines and other such equipment constituting bulk, single piece machinery. These items are either skidded, on wheels or require the use of special material handling equipment. These items can ONLY be received direct to the exhibit site and should be scheduled for delivery through AGS Expo Services to ensure that the proper unloading equipment will be present. If the Bill of Lading does NOT identify the weights of the various classifications (i.e. machinery, display, etc.), the entire shipment will be invoiced at the 'Direct to Show Site' rate and will not be subject to adjustment.

Machinery will be unloaded from moving vans, exhibitor's trucks or trucks of other carriers at the exhibit site; delivered to the exhibitor's booth; stored as empty containers during the event; picked-up at the close of show; moved to the loading area; and reloaded on trucks.

Please see the Machinery Rate section of this Exhibitor Service Manual for the appropriate charges and weight classifications.

Premium Return Services

AGS offers Premium Return Service for material handling storage at this event. This service includes all classifications of material handling storage listed in this Material Handling Information & Rates section. This service will provide priority return of stored materials at the close of the event. All materials labeled for Premium Return Service will be guaranteed first return. This service has limited availability and is based on storage capacity of the event venue. This is not an alternative to material handling. Material handling services must be established prior to ordering this service. The base fee for this premium service to return empty storage containers at the close of show is $105.00 for the first five containers. An additional surcharge applies per container thereafter, as specified on the Premium Return Service Order Form.

Outgoing Shipments

To assist you in setting-up your outgoing shipments, AGS Expo Services will have a shipping desk located at the AGS Service Center where labels, Bills of Lading and shipping information will be available.

Forced Freight Policy

At the close of the show, if carriers fail to pick-up or refuse to accept shipments, or no disposition is provided by the exhibitor AGS Expo Services reserves the right to re-route such shipments or materials may be dreyed back to a warehouse pending instruction from the exhibitor. Service fees will be applied. AGS is not responsible for the assignment of fees or charges associated with forced freight re-routes. No liability will be assumed as a result of such re-routing or handling.

Limits of Liability & Responsibility for Material Handling Services

1. AGS Expo Services and its subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage.

2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by AGS Expo Services or its subcontractors and the arrival of the exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there may be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended.

   Therefore, it is agreed that AGS Expo Services and its subcontractors are not responsible for the loss or disappearance of exhibitor's materials after said materials have been delivered to exhibitor's booth nor is AGS Expo Services and its subcontractors responsible for exhibitor's materials before they are picked-up from the exhibitor's booth for loading after the show. Consequently, all Bills of Lading covering outgoing shipment(s) submitted to AGS Expo Services or its subcontractors by exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.

3. AGS Expo Services and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance notice has been given to AGS Expo Services in time to obtain the proper equipment.

4. AGS Expo Services and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.

5. AGS Expo Services and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control.

6. It is understood that AGS Expo Services and its subcontractors are not insurers. Insurance, if any, shall be obtained by the exhibitor. Amounts payable by AGS Expo Services hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the exhibitor's property. It is further understood and agreed that AGS Expo Services and its subcontractors do not provide full liability should loss or damage occur.
   It is agreed that if AGS Expo Services or its subcontractors should be found liable for loss or damage to exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to $.30 per pound, per article, with a maximum liability of $50.00 per item or $1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or non-performance of obligations imposed by the offering of services to exhibitors or from negligence, active or otherwise, by AGS Expo Services, its subcontractors or their employees.

7. AGS Expo Services and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to exhibitor's materials which may make it impossible or impractical to exhibit the same.

8. Claims for loss or damage must be submitted to AGS Expo Services by the close of the show. No suit or action shall be brought against AGS Expo Services or its subcontractors beyond one year after the cause of action.

9. The exhibitor agrees in connection with the receipt, handling, temporary storage and reloading of its materials that AGS Expo Services and its subcontractors will provide these services as exhibitor's agent and not as bailee or shipper. If any employee of AGS Expo Services or its subcontractors shall sign a delivery receipt, Bill of Lading or other document, we agree that AGS Expo Services or its subcontractor will do so as the exhibitor's agent and the exhibitor accepts the responsibility thereof.

10. AGS Expo Services and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills such as FedEx or UPS Package. Such shipments will be delivered to booth without guarantee of piece-count or condition.

11. Empty container labels will be available at the AGS Service Center. Affixing the labels is the sole responsibility of the exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY and AGS Expo Services and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage nor for mislabeled containers.

Limits of Liability & Responsibility for Material Handling Services

12. In order to expedite removal of materials from the show site, AGS Expo Services shall have the authority to change designated carriers if such carriers do not pick-up on time. Where no disposition is made by the exhibitor, materials will be taken to a warehouse to await exhibitor's shipping instructions and the exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. AGS Expo Services assumes no liability as a result of such re-routing or handling.

13. The exhibitor agrees in the event of a dispute with AGS Expo Services or its subcontractors relative to any loss or damage to any of our materials or equipment that the exhibitor will not withhold payment in any amount due to AGS Expo Services for material handling services or any other services provided by AGS Expo Services or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay AGS Expo Services prior to the close of the show for all such charges and further agrees that any claim the exhibitor may have against AGS Expo Services or its subcontractors shall be pursued independently by the exhibitor as a completely separate transaction to be resolved on its own merits.

    The consignment or delivery of a shipment to AGS Expo Services or its subcontractors by an exhibitor or by any shipper on behalf of the exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in Sections 1 through 13 above.

    AGS Expo Services and its subcontractors are not insurers of you nor your property and will not assume responsibility for loss, injury or damage where the direct cause of the loss, injury or damage is unknown or indeterminable.

    Be sure your materials are insured from the time they leave your company until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can usually be done by adding riders to existing policies.

    Contact your insurance representative. Be sure your insurance is in effect for transit to and from the show, during storage and at show site.

A B F F R E I G H T S Y S T E M, I N C.®

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REQUEST FOR INFORMATION

ABF FREIGHT SYSTEM, INC.® • TRADE SHOW SERVICES

Show Name _____ **Booth Number** _____

Show Date _____ **Show City** _____

Contractor _____

Name _____ **Title** _____

Company _____

Street Address _____

P.O. Box _____ **City** _____ **State** _____

Zip (P.O. Box) _____ **Zip (Street Address)** _____

Phone _____ **Fax** _____ **E-mail** _____

Estimated Exhibit Value _____

Normal Exhibit Weight _____ **Number of Shows Per Year** _____

Normal Number of Exhibit Pieces _____ **Crates** _____ **Cartons** _____ **Cases** _____ **Carpet** _____

Would you like to be included on future mailings? ☐ **Yes** ☐ **No**

Would you like an ABF Trade Show coordinator to call you with a quote or information? ☐ **Yes** ☐ **No**

Please send me a detailed information packet on ABF's Trade Show Service. ☐

Please fax completed form back to 800-836-3320.

ABF Freight System, Inc. • Trade Show Services • P.O. Box 697 • Cherryville, NC 28021

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Ancillary Services

Service Providers and Order Forms

Electrical Services Order Form 38
Audio Visual Services Order Form 40

The following services are provided by 3rd Party Contractors. Please submit your order forms directly to the provider using the fax numbers on the forms.

Return to Contents

ROSEN PLAZA HOTEL

ELECTRICAL ORDER FORM

MAIL TO

EDLEN ELECTRICAL EXHIBITION SERVICES OF ORLANDO

11483 Rocket Blvd. • Orlando, FL 32824 • Tel. (407) 854-9991 Fax (407) 854-9992 Email support@edlenelectrical.com

ELECTRICAL OUTLETS Approximately 120V A.C. 60 Cycle

120 VOLTS	QUANTITY	Advance Payment PRICE	Regular PRICE	COST
0-500 WATTS (5 AMPS)		65.00	98.00	
500-1000 WATTS (10 AMPS)		110.00	165.00	
1001-1500 WATTS (15 AMPS)		132.00	198.00	
1501-2000 WATTS (20 AMPS)		150.00	255.00	

ELECTRICAL SERVICE CONNECTIONS Approximately 208V A.C. 60 Cycle

208 VOLTS SINGLE PHASE	Labor of 1 1/2 Hrs./Hook-up & 1 Hr./Dismantle will be charged for 208 Volt Services			
20 AMPS		250.00	370.00	
30 AMPS		290.00	470.00	
60 AMPS		445.00	680.00	
100 AMPS		625.00	805.00	

208 VOLTS THREE PHASE	Labor of 1 1/2 Hrs./Hook-up & 1 Hr./Dismantle will be charged for 208 Volt Services			
20 AMPS		330.00	495.00	
30 AMPS		390.00	627.00	
60 AMPS		575.00	870.00	
100 AMPS		725.00	945.00	
200 AMPS		1245.00	1555.00	
400 AMPS		1845.00	2355.00	

LIGHTING EQUIPMENT (Including Current Consumed)

150 WATT FLOOD LIGHT		71.00	106.00	
300 WATT FLOOD LIGHT		90.00	135.00	
300 WATT QUARTZ LIGHT		65.00	85.00	

EXTENSION CORDS (Electricity Not Included)

SINGLE OUTLET		20.00		
QUAD OUTLET/POWER STRIP		27.00		

LABOR

ST Mon.-Fri. 8:00am-4:30pm (Except Holidays)		60.00		
OT Mon.-Fri. 4:30pm-8:00am (Sat/Sun/Holidays)		120.00		

FULL PAYMENT DUE PRIOR TO SHOW OPENING

SUBTOTAL $	
24% SERVICE CHARGE ON MATERIAL ONLY	
6.5% FLORIDA SALES TAX	
TOTAL DUE $	

❑ Master Card ❑ Visa ❑ AMX ❑ Check

Credit Card# _____ EXP DATE _____

Cardholders Name (Print) _____

Authorized Signature _____

(SEE REVERSE SIDE FOR TERMS AND CONDITIONS)

SPECIAL REQUIREMENTS

Dedicated Circuit
or 24 Hour Service Required?
_____ yes _____ no
If yes, double electrical outlet or electrical service connection charge.

Rental Rates quoted cover any portion of a (7)seven day consecutive period.

There is a minimum labor charge of (1 1/2) one and a half hours for hook-up and (1) one hour to dismantle for special events, island booths and 208 Volt services

RATES FOR HIGHER WATTAGES, VOLTAGE OR SPECIAL LIGHTING ON REQUEST- SPECIAL HANGING OR INSTALLATION DONE ON TIME AND MATERIAL BASIS.

SPECIAL INSTRUCTIONS

_____

_____

_____

Aisle # _____

ISLAND BOOTHS

A scaled floor plan *must* accompany orders showing locations of electrical outlets, connections and lighting equipment.

Aisle # _____

REAR

Aisle # _____ **STANDARD BOOTH** Aisle # _____

Aisle # _____

PAYMENT MUST ACCOMPANY ALL ORDERS 10 BUSINESS DAYS PRIOR TO SHOW SET UP FOR DISCOUNT PRICE TO APPLY

ALL ORDERS MUST BE PAID IN ADVANCE ON U.S. BANKS

SHOW NAME	NAME OF FACILITY	**ROSEN PLAZA HOTEL**
FIRM NAME	SHOW DATES	BOOTH #
ADDRESS	TELEPHONE#	
CITY, STATE, ZIP	FAX#	
SIGNATURE	PRINT NAME	

12/10 WHITE-EDLEN YELLOW-CUSTOMER

REGULATION AND GENERAL INFORMATION

1. Calculate your lighting needs by adding wattage in each location.
2. For other equipment, read the ratings from the metal plate attached to the unit(See example). If the rating is in watts, order in wattage. If the rating is in amps, order in amperage.
3. Separate locations require separate outlets (500 watt min.)

EXAMPLES OF HOW TO READ METAL PLATES ON EQUIPMENT

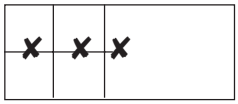
120V Single Phase
= 60 Cycle
1000 Watts

230 Volts
= 30 Amps
3 Phase

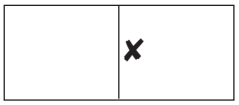
WHERE WILL MY OUTLET BE LOCATED?

Your outlet will be located as depicted below unless floorplan is received indicating otherwise.

POWER LOCATIONS: ✘ Indicate location of outlet



INLINE BOOTHS-PENINSULA



BACK TO BACK PENINSULA BOOTHS

One drop within booth when power source in ceiling or one location at Edlen's discretion when power source is in the floor. Please see Regulation #4 below.

ISLAND BOOTHS

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1. Orders must be received with payment a minimum of ten (10) business days prior to scheduled event set up for discount rates. Orders received less than ten (10) business days prior to scheduled event set up or without payment will be charged at the floor order rates.

2. Edlen electrical is not responsible for voltage fluctuatation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by an Edlen Electrical electrician. Edlen Electrical will not be responsible for any damage or loss of equipment, component, computer hardware or software and/or damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by person other than an Edlen Electrical electrician.

3. A separate outlet must be ordered for each location where electricity is needed.

4. Rates listed for all connections include bringing the service to booth in the most convenient manner for EDLEN and DOES NOT INCLUDE connecting equipment, materials, special wiring or labor. Normally all electrical outlets will be placed on the floor in back of booth. Island booth outlets may be brought to one (1) location at our discretion if no information is provided and this charge is on a time and material basis.

5. Rates are based on current wage scales and are subject to change in the event of wage changes prior to opening or during the operation of the show. A minimum charge of one and a half (1 1/2) hour labor for installation and one (1) hour to dismantle will apply and time will commence upon exhibitor's request. Failure to start labor at requested time will result in a one (1) hour charge per electrician requested, unless 24-hour advance notice is provided in writing.

6. Additional service charges and labor charged may be assessed for installations. Payment must be rendered in FULL when billed during the event. Service may be interrupted if payment is not received.

7. All equipment regardless of source of power, must comply with Federal, State, and local codes. EDLEN reserves the right to inspect all electrical devices and connections to insure compliance with all codes. EDLEN is required to refuse connections where the exhibitor wiring is not in accordance with local Electrical Code.

8. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors. A separate outlet must be ordered at regular price for each piece of equipment to be connected.

9. All electrical equipment must be properly tagged and wired with complete information as to the type of current required for operation, voltage, phase, cycle, horsepower, etc.

10. All exhibitor's cords must be minimum of 14/3 with ground. ALL exposed noncurrent carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.

11. A $25.00 service charge will be assessed for all returned checks and credit cards.

12. Material and equipment furnished by EDLEN for this service order is furnished on a rental basis and remains the property of Edlen and shall be removed ONLY by EDLEN Employees. Price also includes all necessary disposable supplies.

13. EDLEN Employees are authorized to cut floor coverings when essential for installation of service otherwise indicated.

14. Claims will not be considered or adjustments made unless filed in writing by the exhibitor prior to close of event and this claim must be verified by an EDLEN Employee prior to close of event.

15. Credit will not be given for service installed and not used.

16. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay EDLEN its attorney fees or applicable agency fees.

17. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after the date of invoice.

18. Exhibitor holds EDLEN harmless for any and all losses of power beyond EDLEN's control including but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment or overloads caused by exhibitor.

19. As the official Electrical Contractor, we will be responsible for:
    - All under carpet distribution of electrical wiring
    - All motor and equipment hook-ups requiring hardware connections
    - The above items require electrical labor, which may be ordered in the Electrical Labor sections on the reverse side

20. In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exists. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected. If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted. Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:
    - All wiring must have a 3-wire grounded cord with a minimum of #14 gauge
    - The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
    - Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.

21. Electricity will be turned on within 30 minutes of show openings and turned off within 30 minutes after the closing.

Rosen Plaza: **9700 International Drive, Orlando, Florida 32819-9357** **Fax Orders to: 407-996-0155**

PSAV PRESENTATION SERVICES

EVENT NAME_____ Dates:_____ Ballroom_____

ADVANCE PAYMENT IS REQUIRED AND RENTAL CONTRACT MUST BE COMPLETE TO RESERVE EQUIPMENT.

Video Equipment *VIDEO MONITORS WILL NOT HANDLE A COMPUTER SIGNAL - SEE DATA MONITORS*	**Advance Show Rate**	**On-Site Show Rate**	**Qty**		**Total**
46" LCD T.V. Package/DVD player, Chrome Stand included	$650.00	$750.00			
DVD Player	$80.00	$240.00			
Mini DV Digital Camera with Tripod	$1125.00	$1350.00			
VHS Player	$60.00	$240.00			
Wii Nintendo Gaming* Includes, Resort, Punch out, Mario Cart, Wii Sports. Add to any Monitor Pkg.	$125.00	$225.00			
*PSAV Nintendo National Authorized Partner for Wii Gaming Events Worldwide.					
Display Units					
32" HD Flat Monitor/Video/PC capable *	$300.00	$550.00			
42" Plasma Screen and Cables ** (stand separate)	$500.00	$750.00			
46" Plasma Screen and Cables ** (stand separate)	$500.00	$750.00			
50" Plasma Screen and Cables* **	$750.00	$950.00			
60" Plasma Screen and Cables* **	$1300.00	$1600.00			
** Chrome Stands For Plasma/LCD Screens **Requires Additional Labor/Install	$85.00	$125.00			
* Black/Grey Stand 32" HD Flat Screens Monitor	$85.00	$125.00			
LCD Data Projector/3200 lumens	$900.00	$1100.00			
Wireless Presenter Mouse	$105.00	$145.00			
25' VGA Cable	$50.00	$75.00			
VGA Distribution Amplifier	$150.00	$225.00			
Other:					
Lighting *Our lighting inventory consists of a full range of theatrical instruments. Specialized lighting plans are created upon request. Custom Gobos also available. Please call our office for specific information and pricing.*					

Projection Equipment	**Advance Show Rate**	**On-Site Show Rate**	**Qty**	**Total**
6'–8' Tripod Screen	$80.00	$125.00		
Flipchart w/Pad and Markers	$80.00	$125.00		
34" Skirted A/V Cart	$35.00	$85.00		
54" Skirted A/V Cart	$55.00	$85.00		
Multi Outlet Power Strip	$15.00	$25.00		
25' Extension Cord	$15.00	$25.00		
Audio Equipment				
Powered Speaker with Tripod	$160.00	$250.00		
Wired Hand Held Microphone/Stand	$70.00	$100.00		
Wired Lavaliere Microphone	$90.00	$135.00		
Wireless Handheld/Lavaliere Mic. (PLEASE CIRCLE ONE)	$170.00	$225.00		
CD Player	$75.00	$125.00		
Sound System with (2) Powered Speakers on Tripods & (1) "Wired" Microphone	$550.00	$650.00		
Sound System: (2) Powered Speakers on Tripods & (1) "Wireless" Microphone	$750.00	$850.00		
Custom Audio Packages are available.	Call for pricing			
Other:				

Please Fax your orders to 407.996.0155
for custom meeting specifications and pricing.
Contact our Sales Dept.
Hector Sanchez - Hsanchez@psav.com - 407-352-7709

Day of Show Onsite Contact: 407-996-9700 Ext. 1612
Advance Show rates cut off 10 days prior to start of Show.

Thank you for your business!

Total Equipment Rental

24% Service Charge
includes set-up & removal of Presentation Services Equipment

6.5% Sales Tax
On Equipment and Service Charge

GRAND TOTAL =

Rosen Plaza: **Fax Orders to: 407-996-0155**

THE ATTACHED RENTAL CONTRACT MUST BE COMPLETE FOR ORDER TO BE PROCESSED.

PSAV PRESENTATION SERVICES

Event Name: _____ _____ Show Dates: _____ Ballroom_____

RENTAL RESERVATION

Exhibitor or_____

Name of Event _____ **Room location of Exhibit:** _____

Exhibitor _____ **Booth #** _____Contact Name _____

Phone # _____Fax #_____ e-mail:_____

On-Site Contact_____ **Cell Phone** _____

***Delivery Date** _____

***Exhibitor must be present to sign for the order at time of delivery. Please contact the Audiovisual Services Department for delivery. You must notify our representative that you are at your booth and have electrical power in place.**

***Pick up Date**_____

***Exhibitor is responsible for equipment until a Presentation Services representative removes the equipment. Equipment removal will be at close of the event unless otherwise specified. No removal of equipment will take place during event hours.**

IF YOU HAVE A FLORIDA SALES TAX EXEMPTION CERTIFICATE, PLEASE FURNISH A COPY WITH THIS ORDER.

Please indicate method of payment. This section must be completed before your order can be processed.

A credit authorization is requested as a deposit against additional services and/or labor. Payment of any balances may be made by company check upon presentation of statement while at the event. However, a credit card authorization must be on file. Any balances outstanding as of move-out will be charged to your credit card on file.

Advance Show rates cut off 10 days prior to start of show.

Credit Card Type: *American Express_____ Discover_____ MasterCard_____ Visa_____*

Credit Card Number: _____

Exp Date: _____ **Security Code** _____

Cardholder's Name: _____ *(As it appears on credit card)*

Cardholder Billing Address: _____ **Zip Code (*REQUIRED*):** _____ (*Only numeric portion required)*

Cardholder email address: _____

I, (please print) _____, certify the above information to be true and correct to the best of my knowledge. As the cardholder, I am authorizing the above credit card account to be charged for the attached order and any additional amounts incurred as a result of all show site changes ordered by my representatives and/or place my card on file for Security Deposit purposes in the event of payment default, cancellation fees or damages/losses owed per PSAV Terms and Conditions – See Terms and Conditions.

Signature_____**Date**_____

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Any Equipment or Technician cancelled within 48 hours of a function's start time will be billed for at full price.

****Please make checks payable to : PRESENTATION SERVICES (must be received 30 days prior to show)***

Rosen Plaza Hotel 9700 International Dr., Orlando FL 32819

Please return this application via fax to (407) 47-996-0155 Email: hsanchez@psav.com